

Treasury Documentation**Subject:** Employee Criminal History Check, Authorization**For:** EMPLOYEE HANDBOOK**Also See:**

Identification	ET-03059
	Policy
Effective Date	5-1-2005
Replaces	ET-03059 (11-1-2003)

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Applicants must be willing to authorize the Department of Treasury to conduct a criminal history check and provide written authorization to the Human Resources (HR) Division as part of the application process. The information required to conduct a criminal history check will not be used for any other purpose.

HR will run a criminal history file check on applicants through the Internet Criminal History Access Tool (ICHAT).

This Policy is necessary due to the highly confidential nature of work processed in the Department of Treasury, including processing of individual tax returns, issuing taxpayer refunds, processing monies and reconciling taxpayer information.

End

Approving Signature